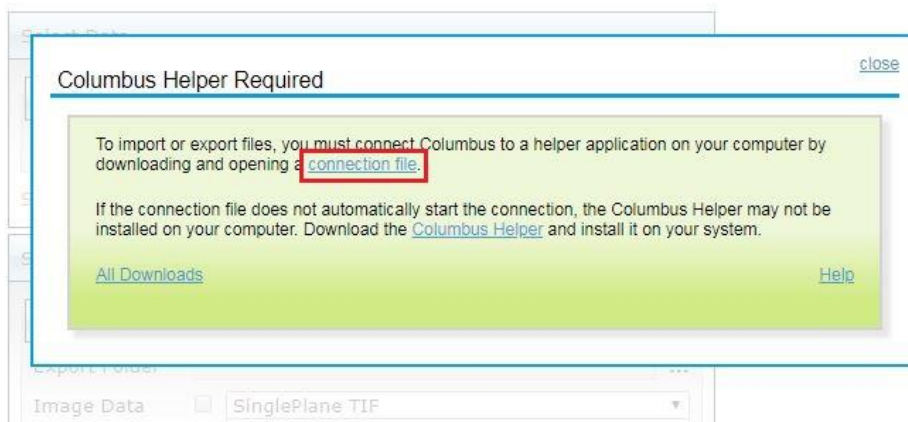# Manual Archiving

Overview

This guide outlines a basic workflow describing how to export data from Columbus so that it can be reimported later, i.e. a manual archive.

Exporting Data

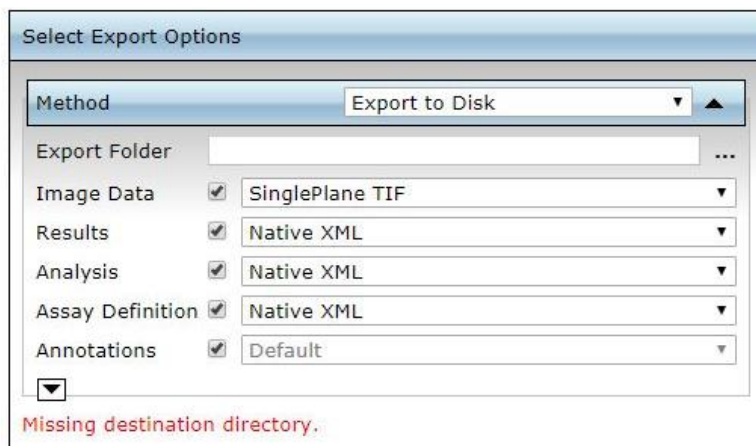Visit the Export view in Columbus and open the Helper connection file.

When choosing the file formats for export, the following selections should be made:

Image Data: SinglePlane TIF
Results: Native XML
Analysis: Native XML
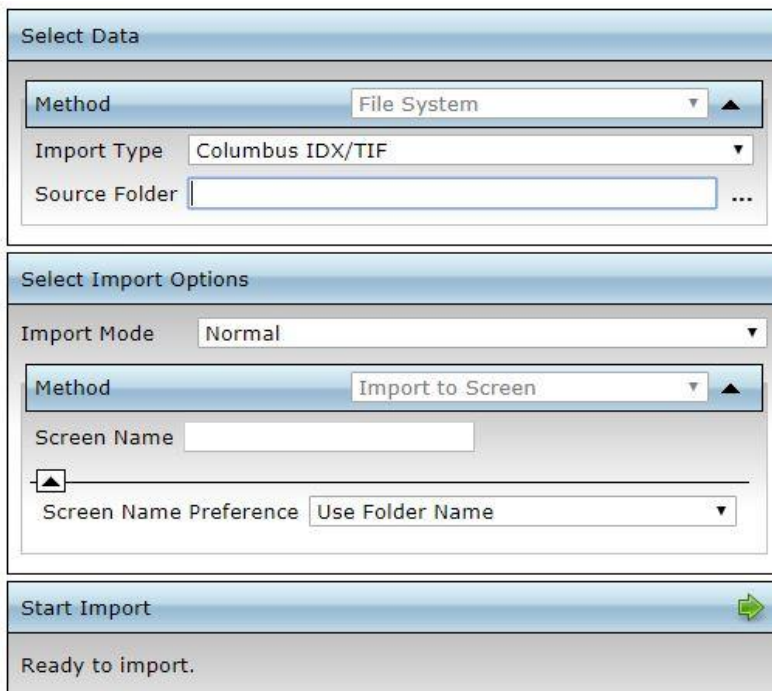**Assay Definition:** Native XML

Importing Data

Visit the Import view in Columbus and open the Helper connection file.

The following import selections should be made:

Import Type: Columbus IDX/TIF

Source Folder: Select the […] button to browse for any folder containing a previously exported data set

Screen Name Preference: Use Folder Name

Deleting Data

Unused data can be can be deleted via the Browse view in the Columbus user interface. Right-Click on any object displayed in the data tree and select 'Delete' from the context menu to delete the data.